



MORECAMBE
FOOTBALL
CLUB

MFC ADOPTION LEAVE POLICY



Adoption Leave Policy

Policy Owner	Version	Issue Date	Review Date
MFC Board of Directors	2	12/02/2024	01/06/2024



Adoption Leave Policy

This policy provides a set of guidelines which replicate your rights and benefits available to employees who adopt.

Your right to Adoption Leave will be in accordance with the current relevant statutory regulations which are summarised below.

This policy is designed to support work-life balance and promote family-friendly practices at Morecambe Football Club.

When a couple adopt a child, one person is the 'main adopter' and one is the 'secondary adopter'. This policy is strictly in relation to the 'main adopter' only.

Statutory Adoption Leave (SAL) explained:

If you have adopted a child through an approved adoption agency you are entitled to up to 52 weeks' SAL.

You are entitled to take up to 26 weeks' Ordinary Adoption Leave (OAL) and up to 26 weeks' Additional Adoption Leave (ASL), this is in total your SAL. AAL begins on the day after OAL ends.

If you become the legal parent of a child under a surrogacy arrangement or have a child placed with you under a local authority 'fostering for adoption' or 'concurrent planning' arrangement, you may also be entitled to SAL.

SAL can start on the day the child is placed for adoption, or up to 14 days earlier.

During the period of SAL, your contract of employment continues in force and you are entitled to receive all your contractual benefits, except for:

- a) salary/wage; and
- b) pension contributions during the 13 weeks of unpaid AAL.

You are encouraged to take any outstanding annual leave due to you before the commencement of your OAL.

Notification:

In order to be entitled to take SAL and receive Statutory Adoption Pay (SAP), you must give us written notification of your intention to take SAL no later than seven days after the date on which notification of the match with the child was provided by the adoption agency. Your notice must specify the date the child is expected to be placed with you for adoption and the date you intend to start your SAL.

You are permitted to bring forward your SAL start date, provided that you advise us in writing at least 28 days before the new start date.



You may also postpone your SAL start date, provided that you advise us in writing at least 28 days before the original proposed start date. In either case if it is not possible to provide 28 days' notice of the change in date the notice may be provided as soon as is reasonably practicable.

You are required to provide evidence of your entitlement to SAL by producing a "matching certificate" from the adoption agency.

Any failure to give proper notice of an intention to start SAL will be regarded as a disciplinary offence, leading potentially to disciplinary sanctions.

Within 28 days of receiving your notice of intention to take SAL, we shall write to you confirming the latest date on which you must return to work after SAL.

Time off to attend adoption appointments:

You are entitled to take time off to attend adoption appointments arranged by or at the request of an adoption agency. If you are adopting a child alone, you are entitled to take paid time off to attend up to five adoption appointments. However, if you are jointly adopting a child and you both work for the Club, you can elect for you or your spouse, civil partner or partner to take paid time off to attend up to five adoption appointments.

The purpose of the appointment is to enable you and/or your spouse, civil partner or partner to have contact with the child (for example, to bond with him/her before the placement) and for any other purpose connected with the adoption (for example, to meet with the professionals involved in the care of the child).

The time off must be taken before the date of the child's placement for adoption.

We may ask you for proof of the date and time of the appointment and that the appointment has been arranged by or at the request of the adoption agency. You may not take more than a day off for each appointment, including travel and waiting time.

Transferring to Shared Parental Leave:

You may be entitled to curtail your SAL and opt into the Shared Parental Leave and Pay scheme.

You must give us at least eight weeks' written notice to end your SAL (known as a curtailment notice). The notice must state the date your SAL will end. You can give the notice before or after SAL starts, but you must take at least two weeks' SAL.

Shared Parental Leave is up to 50 weeks, which can be shared between the primary Adopter and spouse /partner/civil partner during the first year following the adoption, provided you both satisfy the eligibility requirements.

For further information, please contact HR.



Statutory Adoption Payment (SAP):

You will qualify for Statutory Adoption Pay (SAP) if:

- You have been continuously employed for at least 26 weeks ending with the week in which the agency notified you that you had been matched with a child; and
- You are an employee of the Club, and earn, on average, more than the lower earnings limit, [currently set at £123 per week, 2023-2024. You are entitled to SAP if your average weekly earnings have been more than the lower earnings limit, on average, for 8 weeks before your date of match with the child]; and
- You provide us with the evidence of adoption or surrogacy.

Your salary will be replaced by SAP for the first 39 weeks of SAL, if you are eligible to receive it. The remaining 13 weeks of AAL are unpaid.

- SAP is paid for a total of 39 weeks and is only paid per adoption (not per child).
- For the first six weeks, SAP is paid at 90% of your average weekly earnings.
- The following 33 weeks (or less if you return to work sooner) is paid at the rate set by the Government for the relevant tax year (This normally changes each April).

SAP is treated as earnings and is therefore subject to PAYE and national insurance deductions.

If you earn less than the lower earnings limit, you may not be entitled to SAP, however, you may be entitled to receive Adoption Allowance (AA) payable by the Government (AA & SAP rates are the same).

Contact during SAL:

Shortly before your SAL starts, we will discuss the arrangements for you to keep in touch during your leave, should you wish to do so.

We reserve the right in any event to maintain reasonable contact with you from time to time during your SAL. This may be to discuss your plans for returning to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or simply to update you on developments at work during your absence.

Except during the first two weeks after your match with a child you can agree to work (or to attend training) for up to 10 days during either OAL or AAL without that work bringing the period of your SAL to an end and without loss of a week's SAP. These are known as "keeping-in-touch" days. Any work carried out on a day shall constitute a day's work for these purposes.

Any work undertaken, including the amount of salary paid for any work done on keeping-in-touch days, will be a matter for agreement between us. Any keeping-in-touch days worked do not extend the period of your SAL. Once the keeping-in-touch days have been used up, you will lose a week's SAP for any week in which you agree to work for us.



Returning to Work:

You will have been formally advised in writing by us of the date on which you are expected to return to work if taking your full 52-week entitlement to SAL. You should return on that date. If you are unable to attend work at the end of your SAL due to sickness or injury, you should notify us in the normal way. Late return without prior authorisation will be treated as unauthorised absence.

If you wish to return to work earlier than the expected return date, you must give us at least eight weeks' notice of the date of your early return, in writing. If you fail to do so, we may postpone your return to a date which provides us with eight weeks' notice as long as this date is not later than the expected return date.

If you decide not to return to work after SAL, you must give notice of your resignation in accordance with the terms of your contract of employment. If your notice period expires after your SAL has ended, we may require you to return to work for the remainder of your notice period. ○

Rights on return to work:

On resuming work after OAL, you are entitled to return to the same job as you occupied before commencing SAL on the same terms and conditions.

On resuming work after AAL, you will be entitled to return to the same job as you occupied before commencing SAL on the same terms and conditions. However, if it is not reasonably practicable for us to allow you to return to the same job, we may offer you suitable alternative work, on terms and conditions that are no less favourable than would have applied if you had not been absent.

Should a redundancy situation occur up to and including 18 months after the match with your child, you should be offered a suitable alternative vacancy, if one is available.

Should you wish to change or reduce your contractual hours, you can apply to work flexibly. The procedure for dealing with such requests is set out in our Flexible Working Policy.



MORECAMBE
FOOTBALL
CLUB

MORECAMBE FOOTBALL CLUB

MORECAMBE FOOTBALL CLUB